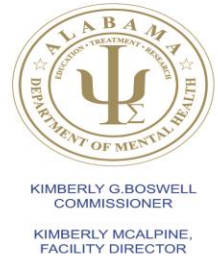




STATE OF ALABAMA  
**DEPARTMENT OF MENTAL HEALTH**  
**TAYLOR HARDIN SECURE MEDICAL FACILITY**  
1301 JACK WARNER PARKWAY NORTHEAST  
TUSCALOOSA, ALABAMA 35404-1060  
205-462-4500  
WWW.MH.ALABAMA.GOV



**AN EQUAL OPPORTUNITY EMPLOYER**  
**ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT SYSTEM POSITION**

<b><u>JOB TITLE:</u></b>	Personnel Specialist II	<b><u>NUMBER:</u></b>	21-20
<b><u>JOB CODE:</u></b>	H2000	<b><u>DATE:</u></b>	10-08-2021
<b><u>JOB LOCATION:</u></b>	Taylor Hardin Secure Medical Facility 1301 Jack Warner Parkway Northeast Tuscaloosa, AL 35404	<b><u>POSITION NO:</u></b>	8802147
<b><u>SALARY RANGE:</u></b>	68 (\$33,744.00 - \$51,177.60)		

**MINIMUM QUALIFICATIONS:** Bachelor's degree in human resource management, business administration, public administration, or a related field. Some experience (12 months or more) performing technical work in the area of human resource management in a state agency or equivalent personnel office setting.

**OR**

High School Diploma or GED equivalency, preferable supplemented with courses in personnel, business, or public administration. Five years experience (60 months or more) performing technical work in the area of human resource management in a state agency or equivalent personnel office setting.

**KIND OF WORK:** This is moderately difficult administrative work assisting in the direction of human resource management activities for a mental health facility. This position will assist in performing the duties in the coordination of activities involving recruitment, selection, placement, classification and pay, personnel transactions, certification, new employee processing, and timekeeping/payroll functions. Maintains/monitors facility payroll system. Enters and retrieves data from personnel/payroll system. Maintains the maintenance of all personnel records, files, performance evaluation reports, longevity reports, and certifications. Provides advice and interpretation of State Personnel Board Rules, and Department of Mental Health and Facility rules, regulations and policies governing HR functions. Schedules and assists in conducting interview of applicants. Performs other related duties.

**METHOD OF SELECTION:** Applicants will be rated on the basis of an evaluation of their training, experience and education, and should provide adequate work history identifying experiences related to the duties and minimum qualifications as mentioned above. All relevant information is subject to verification. Drug screening required. Security Clearances will be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with clients.

**HOW TO APPLY:** Use an Application for Professional Employment (Exempt Classification) which may be obtained from our website at [www.mh.alabama.gov](http://www.mh.alabama.gov). **Only work experience detailed on the application will be considered.** Applications should be submitted by the deadline to be considered. Announcements open **UNTIL FILLED** will remain open until sufficient applicant pool is obtained. Applications should be submitted as soon as possible to ensure the application will be considered for the position. Copies of License/Certifications should be uploaded with your application. A copy of the academic transcript is

Announcement 21-20  
Personnel Specialist II  
Page 2

required. Appointment of successful candidate will be conditional based on receipt of the official transcript provided by the school, college or university.

DEADLINE: **Until Filled**

**JOINT COMMISSION ACCREDITED/EQUAL OPPORTUNITY EMPLOYER.**

Click Here to Apply:  
<https://laserfiche.alabama.gov/Forms/ADMH-Job-Application>